

## ANNOUNCEMENT NUMBER: 15-29

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**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Accounting Technician: FSN-7; FP-7

**OPENING DATE:** 8/28/2015

**CLOSING DATE:** 09/10/2015

**WORK HOURS:** Full Time (40 hours per week)

**SALARY:** Actual salary and grade will be based on the qualifications of the applicant.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details click on: <http://Niamey.USEmbassy.gov>

The U.S. Embassy in Niamey is seeking applications from **qualified** individuals for the position of **Accounting Technician** in the Financial Management Office.

### **BASIC FUNCTION OF POSITION:**

Examines vouchers/ sub-vouchers for certification, ensuring that United State Government (USG) laws and regulations are complied with, obligations are sufficient to fund vouchers, and fiscal data is correct. Collects financial data for inclusion in reports and determines proper funding accounts. Manages the accounts receivable, sends monthly bills of collection to parties owing money to the USG, and prepares a monthly status report for the FMO. Accounts for and records the Financial Management Office's Time and Attendance. Works with local utility companies and local banks on financial matters relating to the services provided to the embassy.

Complete position description is available in the HR (Human Resources) office.  
Tel: 20 72 26 62/63 Ext. 4146/4479

### **QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Bachelor's degree in Accounting, Business Administration, or Economics required. Appropriate experience may be substituted for degree with completion of secondary school and some post-secondary school training in accounting and bookkeeping.
2. **Prior Experience:** Four years of experience in the field of allotment accounting, general accounting or bookkeeping in the accounting/ finance section of a private business, NGO

or governmental organization is required. Will consider advance studies in accounting, finance, business administration, or economics in lieu of some experience.

3. **Language Proficiency:** Level IV (fluent) English (Speaking/Reading/Writing) is required. Level IV French (Speaking/Reading) is required. **English will be tested.**
4. **Knowledge:** A strong knowledge of accounting principles (especially with respect to the accounts payable/ vouchering and accounts receivable processes ) as well as thorough knowledge of the Department of State's financial policies, regulations and procedures.
5. **Skills and Abilities:** Strong computational and analytical skills are required along with excellent oral and written communication skills. A solid foundation in Microsoft Office software applications, especially in Excel and Word. Ability to handle cash in an orderly and accurate manner. **Computer skills will be tested.**

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO:**

Attention: Human Resources Office  
American Embassy  
BP 11201  
Niamey, Niger or by e mail [HRONiamey@state.gov](mailto:HRONiamey@state.gov)

### **POINT OF CONTACT**

Human Resources Office  
Telephone: (227) 20-72-26-62, Ext. 4146/4479

### **CLOSING DATE FOR THIS POSITION: 09/10/2015 at 17:30 PM**

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

U.S. Mission Niamey is a drug-free work environment.